

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER John Staton			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS Research Project Advisor				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 4/10/09	TIME DUE 5:00 p.m.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☐ MDOT Project Manager

☒ MDOT Other

Calvin Roberts, P.E.
Engineer of Research and Best Practices
P.O. Box 30050 (425 W. Ottawa, B450, Lansing, 48933)
Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICES
FOR
RESEARCH PROJECT ADVISOR

The Michigan Department of Transportation (MDOT) is seeking a professional engineering/research person to support service activities associated with its contractual research program. MDOT's program management activities require technical expertise (i.e., transportation engineering, civil engineering, geotechnical) and/or project management support for each research project under contract. This professional or research contract support service will support research efforts on behalf of MDOT to ensure that the project goals and objectives are met and will work with the department's technical experts assigned to the projects to ensure that the research objectives, products and deliverables are secured and that the projects are completed on time and within budget. The actual duties will vary in scope and responsibility depending on the nature and the complexity of the research work plan and schedule.

The Consultant must comply with the guidelines set forth in the MDOT's Research and Implementation Manual and those specifically outlined by the Engineer of Research and Best Practices (ORBP). The MDOT Research Champion (RC)/Project Manager (PM) designated for this contract is John F. Staton, Materials Section Engineer.

Primary Prequalification Classification:

Engineering Assistance

Secondary Prequalification Classification:

None required.

I. SCOPE OF SUPPORT SERVICE

The Consultant will work directly with ORBP and provide project support and studies related to pavement, material, or bridges. The Consultant will also report to MDOT's PM who will ultimately be responsible for MDOT receiving the best value for the research dollars being spent.

The Consultant must be thoroughly familiar with the process and procedures outlined in the MDOT Research and Implementation Manual and must possess demonstrated project management skills and experience.

The Consultant will have technical knowledge, experience and expertise in pavement, materials, and bridges. In addition, the Consultant will have a working knowledge and understanding of the department's business and organizational structure, its strategic research and program needs, and ORBP's goals and objectives in cooperatively

developing strategic problem statements that will expertly frame research to achieve the targeted implementation results.

It will be necessary to coordinate multiple projects at one time – based on historical experience. Managing one project or several projects is not a fulltime job.

The Consultant, along with other Research Advisory Panel (RAP) members, will be required to work with the RC. The Principal Investigator (PI) is expected to develop the final proposal and research work plan, including the identification of tasks, research products, and deliverables; then set the project timeframe and estimated budget. The RC schedules benchmark meetings, establishes report frequency, and invoice requirements. This research team has the required expertise and knowledge in the areas of research methods, data collection/analysis, testing/evaluation, and statistical procedure and analysis.

The RC will work with the PI to schedule and conduct RAP meetings or benchmark meetings as required to coordinate the review of the project's progress and findings, to go over interim and final reports, as well as the final implementation and monitoring plan, if applicable. The list of support services that the Consultant will be responsible for include, but not limited to the following:

- Will work with the RC, PI and the ORBP Research Manager (RM) to ensure that the work plan is followed and/or modified as appropriate,
- Track progress and maintain complete project records regarding schedule, product delivery, budget, research team effort and overall performance, and final evaluation of the team and the products delivery,
- Invoices must be reviewed, compared to progress on the work tasks, and initialed before being given to the RC then to the RM for administrative processing,
- Assist in the technical review of the interim and final report,
- Coordinate acceptance of the final report including any potential for implementation, technology transfer, and marketing plans. Research implied or suggested by the study will be documented and submitted to the RM.
- Prepare the close out of the research project, project file will be organized and summary report prepared prior to turning them over to the RM for inclusion in the research record files.
- Review the perpetual five year plans for research initiatives. Technical expertise in a particular research focus area will be beneficial.

II. WORK LOCATION

It will be necessary for the consultant to spend some time on-site at the department's Construction and Technology Building and it may be necessary to travel to field work locations, as well as research facilities depending on project requirements. Office space will be afforded within the MDOT laboratory as available.

III Contract Cost

The cost of the contract research project advisor is difficult to estimate and will depend on the scope and complexity of each individual research project put under this project management scenario.

The initial project is being funded as a Tier II selection and will receive interim review as work proceeds.

IV. CONTRACT SCHEDULE

The desired start date for this project is May 1, 2009. The project will be reviewed periodically by MDOT management to assess the success and potential for continuation of the service. The proposed ending date for the project is September 30, 2010.

V. CONSULTANT PAYMENT

All invoices/bills for services will be directed to the ORBP Research Analyst and follow the then current guidelines. The latest copy of the Professional Engineering Service Reimbursement Guidelines for Bureau of Highways is available on MDOT's Vendor/Consultant Services website. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed. Use the link below or go to [michigan.gov/mdot](http://www.michigan.gov/mdot) -> doing business -> Vendor/Consultant Services -> Request for Proposals.
http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html

Payment to the Consultant for Services rendered shall not exceed the maximum contract amount, unless an increase is approved in accordance with the contract with the Consultant. All invoices must be submitted within 30 calendar days from the last date of services being performed for that invoice.

The method of reimbursement options include the following:

Actual cost plus fixed fee basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

Loaded hourly rate basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

MDOT will make the final determination after selection of a consultant has been made.

The only hours that will be considered allowable charges for this contract are those that are directly attributable to the project. Hours spent in administrative, clerical, or accounting roles for billing and support, or in travel are not considered to be allowable hours.

Direct expenses will not be paid in excess of that allowed by the department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project.

The fixed fee allowed for this project is 11.0%.

VI. PROGRESS REPORTS

With the monthly invoice, the Consultant will submit a monthly progress report to the MDOT RC for each project under authorization. It will be necessary to document time and tasks to track costs and to assist in future budgeting for this project.